

## DUTY STATEMENT

### Student Assistant

Employee's Name				Effective Date	
Classification <b>Student Assistant</b>				Division/Section/Unit <b>Fiscal Services</b>	
Immediate Supervisor				Supervisor's Classification <b>Deputy Comptroller</b>	
CBID <b>E</b>	Class Code <b>4870</b>	Work Week Group <b>E</b>	Time Base <b>Part Time</b>	Location <b>Sacramento</b>	
<i>CalHFA's mission is investing in diverse communities with financing programs that help more Californians to have a place to call home.</i>					
<b>DIVISION DESCRIPTION and POSITION SUMMARY</b> The Fiscal Services Division is responsible for safeguarding CalHFA's cash and investments. The division provides financial information in accordance with federal and state requirements that is critical to management of the Agency's programs, and lending and financing activities. The division is made up of five sections which encompass various units, including the Operating Unit.  Under the close supervision of the Deputy Comptroller in the Fiscal Services Division and in a learner capacity, the Student Assistant performs basic clerical duties in support of the functions of the entire division.					
<i>Conduct, Attendance and Performance Expectations</i>					
This position requires the incumbent to maintain acceptable, consistent and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct.					
2 CCR § 172 – General Qualifications, states in pertinent part: The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.					
Percent of Time		Activity			
40%		<b>ESSENTIAL FUNCTIONS</b> Responsible for sorting, scanning, organizing, filing and archiving of the accounting documents related to the Fiscal Services Division			
20%		Participates in the process of purchasing the subordinate loan portfolio by assisting in reviewing purchasing calculation sheets for accuracy and completeness. Retrieves firsts and subordinate notes from the storage facility per staff requests and endorses notes for third party sales and repurchases.			
20%		Supports in updating the Bank of America analysis worksheet and distributes the monthly reports to accounting staff and management for further review and analysis. Keeps track of any new servicing requests received into the MFServicing inbox and distributes the requests to the appropriate staff to resolve. Processes Multifamily project portfolio requests into Webloans! System and creates vendor accounts and provides related credentials to the requestor. Assist in reviewing the trial balance reports generated by General Ledger system and validating journal entries for Mortgage Relief Program;			

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15%	<p>identifies discrepancies and reports them to the Fiscal management team.</p> <p>Assists in inputting the data into the Request Filed and Paid worksheet with the trustee bank and Claims Filed and Claims Paid worksheet capturing Agency's transactions with the State Controller's Office. Produces related input files and presents them to the Financial Statement Unit for posting into General Ledger System.</p>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Assists Fiscal Services staff on various time sensitive projects. Participates in staff meetings, provides work status reports and performs other related duties as assigned.</p>
	<p><b>KNOWLEDGE, SKILLS, AND ABILITIES</b></p> <p>Additional Knowledge, Skills, and Abilities may be found in the classification specification.</p> <ul style="list-style-type: none"> <li>• Ability to plan, organize, multi-task, and establish work priorities to meet deadlines.</li> <li>• Proficient in business English, basic grammar, spelling, and punctuation necessary to communicate effectively both orally and in writing; basic math principles.</li> <li>• Skill to gather, analyze and interpret data.</li> <li>• Ability to be flexible and re-prioritize assignments as directed.</li> <li>• Excellent customer service skills.</li> <li>• Ability to establish and maintain cooperative working relationships.</li> <li>• Experience using a variety of office equipment (i.e. scanner, copies, and calculator)</li> <li>• Experience using Microsoft Products such as: Excel, Word and Outlook.</li> <li>• Confident, positive attitude.</li> </ul> <p><b>WORK ENVIRONMENT AND PHYSICAL ABILITIES REQUIRED</b></p> <ul style="list-style-type: none"> <li>• Ability to lift and carry up to 20 pounds.</li> <li>• Part time, must work a minimum of 20 hours per week and at least 5 hours per day (year-round)</li> <li>• Prolonged periods of sitting.</li> <li>• Work in a high-rise building.</li> <li>• Work in a climate controlled office working environment.</li> <li>• Use computer keyboard and read from computer screens several hours a day.</li> </ul> <p><b><i>The following abilities are for most positions with or without an accommodation:</i></b></p> <ul style="list-style-type: none"> <li>• <b>VISION</b> – You must have sufficient vision to perform the following duties; prepare various forms; proofread documents; read printed material, read from computer screen, and read handwritten materials.</li> <li>• <b>HEARING</b> – Your hearing must be sufficiently acute to perform following duties: Answer telephones; receive verbal information from outside sources; understand verbal instruction.</li> <li>• <b>SPEECH</b> – You must have sufficient ability to speak to perform following duties: Receive visitors; answer inquiries and provide verbal information or instruction.</li> <li>• <b>BENDING, STOOPING, KNEELING</b> – You must be able to bend at the knee or waist, stoop, and kneel to perform duties: Fill the copier with copy paper.</li> <li>• <b>SITTING OR STANDING</b> – You must be able to sit or stand for extended periods of time to perform the following duties: Attend meetings, tour facilities, sit at a desk for extended periods of time to perform division administrative duties that are mandatory for this position.</li> <li>• <b>CONCENTRATION</b> – You must be able to continuously concentrate to perform the following duties: Review and read records/documents, research, compose, analyze, compile, and update technical documents; multi-tasking; preparing various forms and documents.</li> </ul>

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	<b>PERSONAL CONTACTS</b> <ul style="list-style-type: none"><li>Daily contact with the general public, all levels of departmental staff, state control agencies, and business partners.</li></ul> <b>SPECIAL REQUIREMENTS</b> <ul style="list-style-type: none"><li>N/A</li></ul>	
<b>SUPERVISOR ACKNOWLEDGEMENT:</b> I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.		
Supervisor's Name	Supervisor's Signature	Date
<b>EMPLOYEE ACKNOWLEDGEMENT:</b> I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)		
Employee's Name	Employee's Signature	Date
<b>ANALYST'S STATEMENT: I have reviewed this Duty Statement.</b>		
Analyst's Name	Analyst's Signature	Date